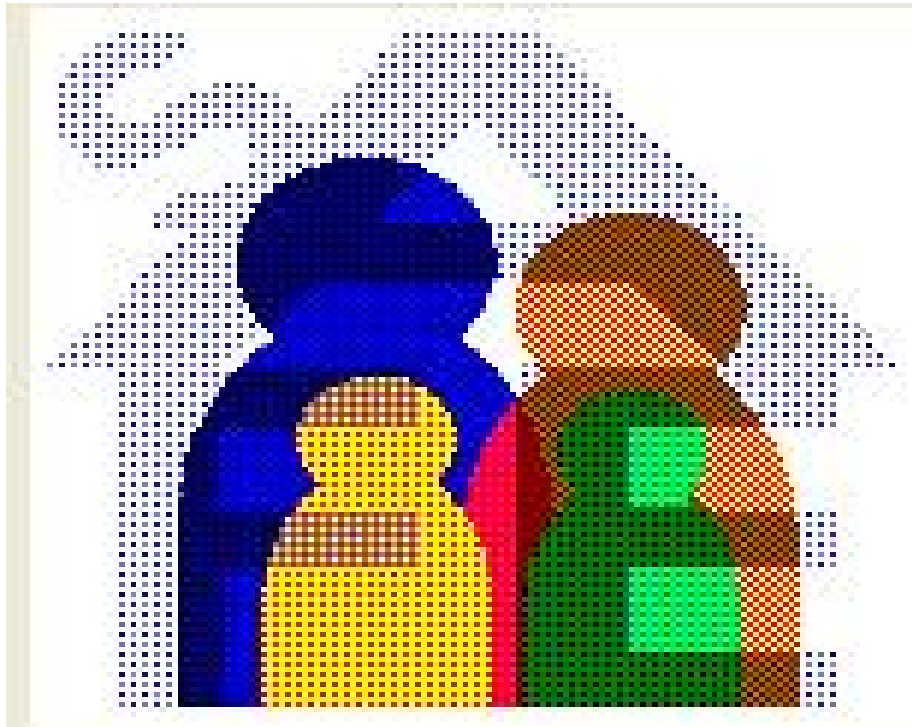


# SAFE Eligibility Worker Guide



## Table of Contents

<a href="#"><u>SAFE Person Screen</u></a> .....	3
<a href="#"><u>Adding an MI706</u></a> .....	4
<a href="#"><u>SAFE Person Screen/Removal Home Information</u></a> .....	6
<a href="#"><u>SAFE Removal/Custody Information</u></a> .....	10
<a href="#"><u>SAFE Case Lists</u></a> .....	11
<a href="#"><u>Case List Display</u></a> .....	12
<a href="#"><u>Using Case List to Find New Cases</u></a> .....	13
<a href="#"><u>Action Items</u></a> .....	17
<a href="#"><u>Worker Assignment from Select Case List</u></a> .....	19
<a href="#"><u>Worker Assignment from Case</u></a> .....	22
<a href="#"><u>Placement Information from the Person Screen</u></a> .....	24
<a href="#"><u>Case Placement Information</u></a> .....	25
<a href="#"><u>Person Report</u></a> .....	27
<a href="#"><u>Adding a Social Security Number</u></a> .....	29
<a href="#"><u>SAFE Eligibility Screens</u></a> .....	30
<a href="#"><u>IV-E Eligibility Entry</u></a> .....	31
<a href="#"><u>If the Initial IV-E Determination is "No"</u></a> .....	33
<a href="#"><u>Eligibility Notes</u></a> .....	35
<a href="#"><u>If the Initial IV-E Determination is "Yes"</u></a> .....	36
<a href="#"><u>Terminating IV-E Reimbursability</u></a> .....	38
<a href="#"><u>Terminating IV-E Eligibility</u></a> .....	39
<a href="#"><u>Adding Ongoing Eligibility or Reimbursability</u></a> .....	40
<a href="#"><u>SAFE Court Order Language Requirements</u></a> .....	41
<a href="#"><u>SAFE Removal Requirement Entry</u></a> .....	43
<a href="#"><u>Representative Payee Screen Entry</u></a> .....	45
<a href="#"><u>SAFE/CARE Interface Manual</u></a> .....	46

## SAFE Person Screen Name/Address Ethnicity/Hispanic/Tribal Information

General Tab.

SAFE [Person - ]

File Edit Function Module Window Help

Person: Client ID: Person ID: DOB: Gender:

General Ref/Case Eligibility Documents Health Psychosocial Education Purch Svc

Last: First: MI: Person ID:  
Gender: Male Hispanic: Ethnicity Client ID:  
DOB: Age: SSH:  
DOB Status: Juv. Court Hbr:  
Deceased Date: Language:  
Deceased Status: Email:

Tribe: Enrollment Hbr:  
Band: Tribe Ct Hbr:  
Contact: Tribe Notified:  
Address: Phone:  
Zip: City: State: Phone: 1 of 2 Home  
(801) 465-0166 Ext:  
Comments:  
Court Jurisdiction Start End

Address: 1 of 8 Alias Last First MI

Tribe Information.

### Ethnicity

American Indian/Alaska Native  
Asian  
Black  
Cannot Determine  
Pacific Islander  
Unknown  
White

### Hispanic

Yes  
No  
Cannot Determine  
Unknown

## Adding a MI706's to SAFE Person Screen

Click on the  
“Health Tab”.

The screenshot shows the 'SAFE - Person' screen. The 'Health' tab is selected in the top navigation bar. Below the tabs, there is a table with columns: Event, Completed, Due Date, Comments, Source, and Status. The 'Health Details' button is located in the bottom left corner of the screen.

Click the “health details” button.

Click on the  
“MI706 tab”.

The screenshot shows the 'SAFE - [Person Health]' screen. The 'MI706' tab is selected in the bottom navigation bar. The screen displays various fields for patient information, including Case Worker, Phone Number, Health Worker, and Phone Number. The 'MI706' tab is highlighted in the bottom navigation bar.

Safe Section  
12/2008

The screenshot shows the 'SAFE - [Person Health]' window. The top menu bar includes File, Edit, View, Function, Module, Window, and Help. Below the menu is a toolbar with various icons. The main area displays patient information: Person ID, Client ID, Age, DOB, and Gender. Below this is a section for Case Worker, Phone Number, Health Worker, and Phone Number. A tabbed interface shows Summary, HSDM, Conditions, Allergy/Meds, Immunizations, History, MI706, and HC Professionals. The MI706 tab is active, showing a table with columns: MI706 Number, Begin Date, End Date, Issue Date, Issuer, Reason, and Comments. The table is currently empty.

Right click.  
Select "Add".

This screenshot is similar to the first one, but with three arrows pointing to the 'MI706 Number' field in the table. The arrows originate from a text box at the bottom of the page.

Add the information to  
appropriate fields.  
**Save!**

**\*\*When extending an MI-706 make sure to update the end date field in SAFE.**

## SAFE Person Screen

### Resource for locating information about the Removal Home

**Ref/Case Tab** on the Person Screen  
This tab has the SAFE case history for the client.

The screenshot shows the SAFE Person Screen interface. At the top, there's a title bar 'SAFE - [Person - ...]' and a menu bar with 'File', 'Edit', 'Function', 'Module', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area has a 'Person:' field and several tabs: 'General', 'Ref/Case', 'Eligibility', 'Documents', 'Health', 'Psychosocial', 'Education', and 'Purch Svc'. The 'Ref/Case' tab is selected, displaying a table of case history. The table has columns: 'A Case', 'Person Role', 'Ref/Case ID', 'Client Name (Case)', 'Closure/Disposition', 'Type', 'Division', and 'Region'. The table contains 15 rows of data. A scroll bar is visible at the bottom of the table.

A Case	Person Role	Ref/Case ID	Client Name (Case)	Closure/Disposition	Type	Division	Region
Referral	Alleged Victim	1077450		Unaccepted	CPS	DCFS	Northern
Case	Alleged Perpe	1049110		Unsub: SA	CPS	DCFS	Northern
Case	Alleged Victim	1005540		Unsub: FP,SA	CPS	DCFS	Northern
Case	Victim	999559		Sub: MN	CPS	DCFS	Northern
Referral	Uncertain	918808		Unaccepted	CPS	DCFS	Northern
Case	Case Contact	913445		Adoption Final	SCF	DCFS	Northern
Case	Child Client	913431		Adoption Final	SCF	DCFS	Northern
Case	Case Contact	913437			SCF	DCFS	Northern
Case	Foster Child	913441			SCF	DCFS	Northern
Case	Victim	911100		Sub: FP,DV	CPS	DCFS	Northern
Case	Child Client	909229		Change in Service/More Intensive	ICAR	DCFS	Northern
Referral	Alleged Perpe	925144		Unaccepted	CPS	DCFS	Northern
Referral	Alleged Victim	884879		Unaccepted	CPS	DCFS	Northern
Case	Child Client	844902		Moved, Cannot Locate	CAR	DCFS	Northern
Case	Child Client	795934		Administrative Decision	CAR	DCFS	Northern

Previous case information can be accessed by **“Double Clicking”** on the case, or by **“Right Clicking”** and selecting **“Go to Case”**.

Use the scroll bar to view other columns.

Safe Section  
12/2008

Family information located  
on the “**General Tab**” of the  
Person screen.

The screenshot displays the 'SAFE - [Person]' application window. The 'General' tab is selected, showing various input fields for a person's record. The fields are organized into several sections: personal identifiers (Last, First, MI, Person ID, Client ID, DOB, Gender), demographics (Age, Ethnicity, Deceased Date/Status), tribal information (Tribe, Band, Contact, Address, Zip, City, State), and contact details (Enrollment Hbr, Tribe Ct Hbr, Tribe Notified, Phone, Email, Phone 1 of 2, Ext, Comments). At the bottom, there is a table for 'Address: 1 of 5' and 'Alias Last First MI Court Jurisdiction Start End'. Arrows from external callout boxes point to the 'General' tab and the address/phone history section.

Address: 1 of 5	Alias Last	First	MI	Court Jurisdiction Start	End

Address and phone number  
history for client.



Case and family information located on the **“Document Tab”** of the person screen.

SAFE - [Person - [REDACTED]]

File Edit Function Module Window Help

Person: [REDACTED] Client ID: [REDACTED] Person ID: [REDACTED] DOB: [REDACTED] Gender: [REDACTED]

General Ref/Case Eligibility **Documents** Health Psychosocial Education Purch Svc

View  
☐ Browser ☒ Table

Doc Name	Author	Status	Started	Updated	Finalized	Case ID	Type	M
Service Plan	Burt-Coburn, Dorot	Final	19Jan05	06May05	19Jan05	913441	SCF	bm
Progress Summary/Court Report (Foster Care Cases)	Burt-Coburn, Dorot	Final	04May05	04May05	04May05	913441	SCF	dc
Progress Summary/Court Report (Foster Care Cases)	Burt-Coburn, Dorot	Final	02May05	03May05	02May05	913437	SCF	mr
Service Plan	Burt-Coburn, Dorot	Final	04Apr05	19Apr05	19Apr05	913441	SCF	dc
Residential Care Screening Form	Burt-Coburn, Dorot	Final	13Apr05	13Apr05	13Apr05	913441	SCF	dc
Functional Assessment	Yoder, Dixie H	Draft	10Dec03	08Apr05		913441	SCF	dc
Progress Summary/Court Report (Foster Care Cases)	Burt-Coburn, Dorot	Final	08Feb05	14Mar05	08Feb05	913441	SCF	mr
Progress Summary/Court Report (Foster Care Cases)	Burt-Coburn, Dorot	Final	28Jan05	24Feb05	28Jan05	913437	SCF	mr
Service Plan	Burt-Coburn, Dorot	Final	25Jan05	25Jan05	25Jan05	913437	SCF	dc
Service Plan	Yoder, Dixie H	Final	23Jan04	25Jan05	23Jan04	913437	SCF	dc

**“Right Click”.**  
Select **“Document View”**.



Case Activity Logs can contain valuable information. You may want to contact a particular worker for more information regarding an activity log.

The screenshot shows the 'SAFE - [Activities - ]' application window. It features a menu bar (File, Edit, View, Function, Module, Window, Help) and a toolbar with various icons. Below the toolbar are tabs for 'Detail' and 'Summary'. The 'Detail' tab is active, showing search criteria for 'Case:' and 'Case Persons:'. Below these are fields for 'Find:', 'In:' (set to 'Narrative'), 'Date From:', 'To:', and buttons for 'Search' and 'Clear'. A table of activity logs is displayed with the following columns: Date, Time, Duration, Status, Activity Type, and Worker. The table contains one visible entry for '09MAY05' at '00:00' with a duration of '1 Minutes', status 'Final', and activity type 'Collateral Telephone Contact'. A callout box from the text above points to the 'Worker' column header.

Date	Time	Duration	Status	Activity Type	Worker
09MAY05	00:00	1 Minutes	Final	Collateral Telephone Contact	

## SAFE Removal/Custody Information Person Screen

**Out of Home Tab**  
located on the person screen.  
**Removal/Custody** radial button.

The screenshot shows the 'SAFE - [Person]' window with the 'Out of Home' tab selected. The 'Removal / Custody' radial button is selected under the 'View' section. A table lists removal events with columns for Removal Dt, RC ID, Case Type, Remv RC ID, Remv Case Type, Referral Source, Placement Reason, and Custody Re. Below the table, the 'Removal Narrative Items' section has three checked items. The 'Custody' section includes fields for Protective, Temporary, Voluntary, Dept, Adjudicated, and Release, with a 'Rem/Cust Info' button below.

**Removal Date.**

**Custody types and dates.**

Removal Dt	RC ID	Case Type	Remv RC ID	Remv Case Type	Referral Source	Placement Reason	Custody Re

**Removal Narrative Items**

- ☒ Emergency situation that prevented child from remaining at home
- ☒ Why is it contrary to child's welfare to be left in the home?
- ☒ Reasonable efforts to prevent removal

**Comments**

**Custody**

Protective:

Temporary:

Voluntary:

Dept:

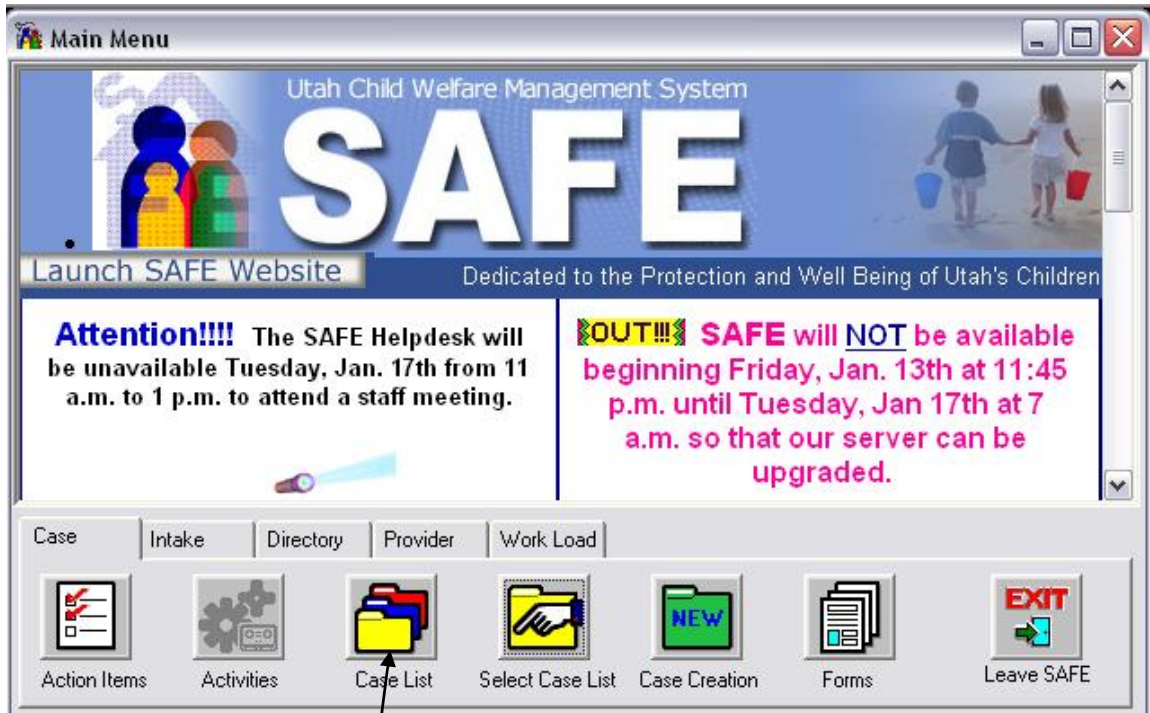
Adjudicated:

Release:

Rem/Cust Info

**\*\*This screen contains the information from the SAFE removal wizard. Custody types and dates can help determine the eligibility month.**

## SAFE Case Lists



Select "Case List" from the SAFE Main Menu to display your assigned case list.

## Case List Display

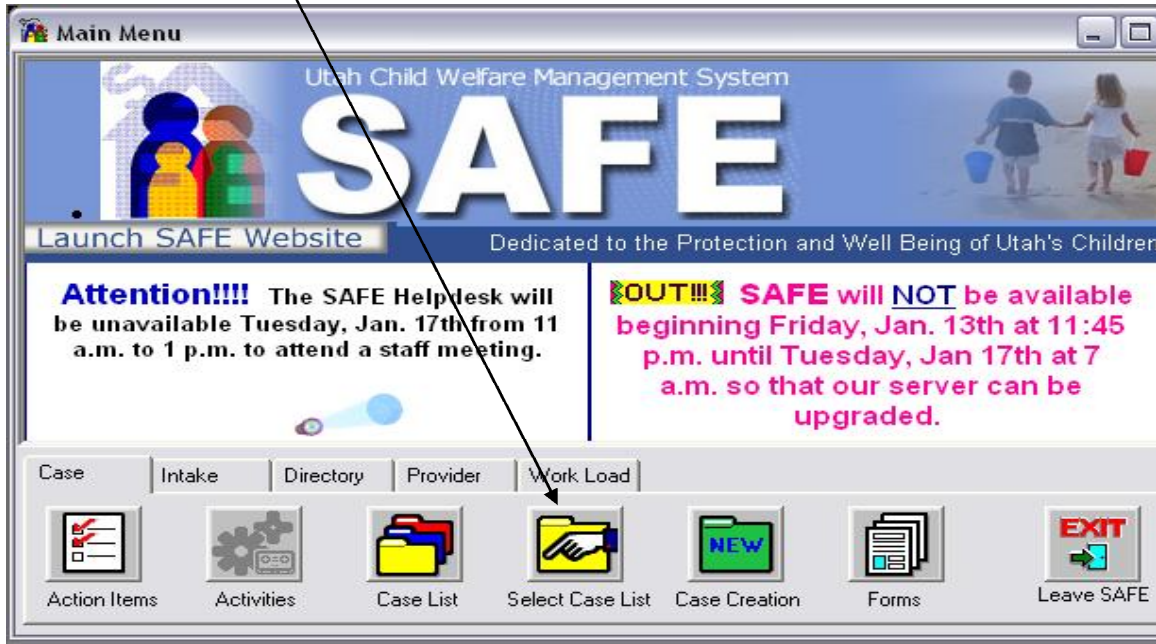
Case Name	Start Date	IV-E Elig	Med Elig	Primary Worker	DOB	Role
SCF	18Aug05 00:00	FT	FC-F		20Dec2000	Foster Child
SCF	16Dec04 00:00	NO	FC-C		05Jun1997	Foster Child
SCF	25Jun03 00:00	FT	FC-F		25Jul1988	Foster Child
SCF	13Jul05 00:00	FT	FC-F		21Jul1991	Foster Child
SCF	18Aug05 00:00	FT	FC-F		22Jul1997	Foster Child
SCF	12Jan05 00:00	FT	FC-F		21Aug1996	Foster Child
SCF	25Jun03 00:00	NO	FC-C		04Jun1987	Foster Child
SCF	16Sep04 00:00	NO	FC-C		22Dec1987	Foster Child
SCF	25Sep98 00:00	FT	FC-F		10Mar1988	Foster Child
SCF	11Jul00 00:00	NO	FC-C		13Aug1991	Foster Child
SCF	02Aug05 00:00	NO	FC-C		02Jul1989	Foster Child
SCF	18Apr94 00:00	NO	DD-D		17Mar1994	Foster Child
SCF	17Aug04 00:00	FE	FC-C		04Jan1991	Foster Child
SCF	05Apr05 00:00	FT	FC-F		03Oct1989	Foster Child
SCF	22Oct04 00:00	NO	FC-C		05May1988	Foster Child
SCF	24Jan05 00:00	NO	FC-C		26Jan1988	Foster Child

Total Cases: 816

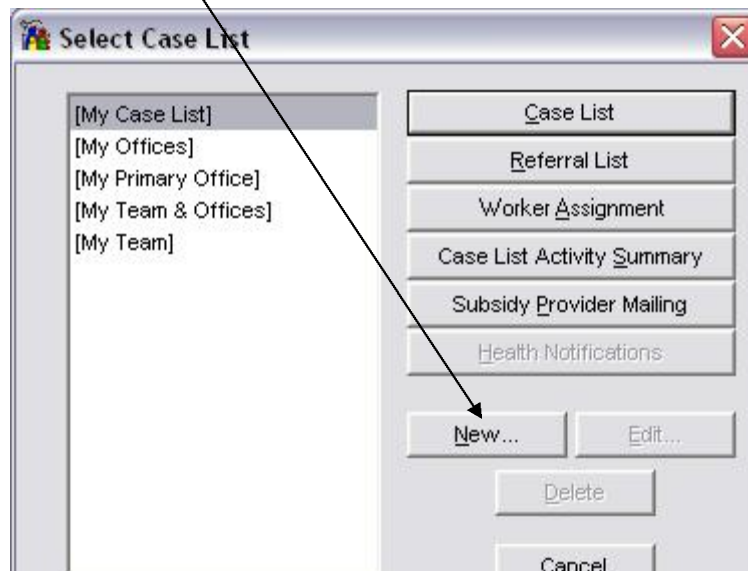
**Information available from your Case List**  
**Case Name**  
**Case Type**  
**Start Date**  
**Primary Worker**  
**Eligibility**  
**Total Cases assigned**  
More columns and information available by using  
the scroll bar at the bottom of the screen.

## Using the SAFE Case List to Find New Cases

From the Main Menu –“Select Case List”.



From the “Select Case List” menu, make sure “My Case List” is highlighted, then click on the “New” button.



**Case Type**  
Select **"Equals"** from the drop down menu.  
Select **"SCF"** from the row browser.

Select **"End Date"**.  
Select **"Null"**.  
Leave **"Blank"**.

The screenshot shows the 'Define Case List' dialog box. It has a table with three columns: 'Search Item', 'Search Type', and 'Search Value'. The first row is 'Case Type' with 'Equals' in the 'Search Type' column and 'Supervision in Sub. Care' in the 'Search Value' column. The second row is 'End Date' with 'Null' in the 'Search Type' column and a blank space in the 'Search Value' column. The third row is 'Supervisor' with 'Equals' in the 'Search Type' column and a blank space in the 'Search Value' column. There are also 'Search', 'Clear', 'Records Found', 'Query', 'Collector', 'Save List...', 'Save As...', and 'Help' buttons. Below the table is a list box with columns: Case ID, Client ID, Client Name, SVC, Region, Office, Start, End, Worker Name.

Select **"Supervisor"**.  
Select **"Equals"**.  
Select **"Supervisor's name"** from the row browser.

Click **"Search"**.



Cases assigned to the selected supervisor's team will be displayed.

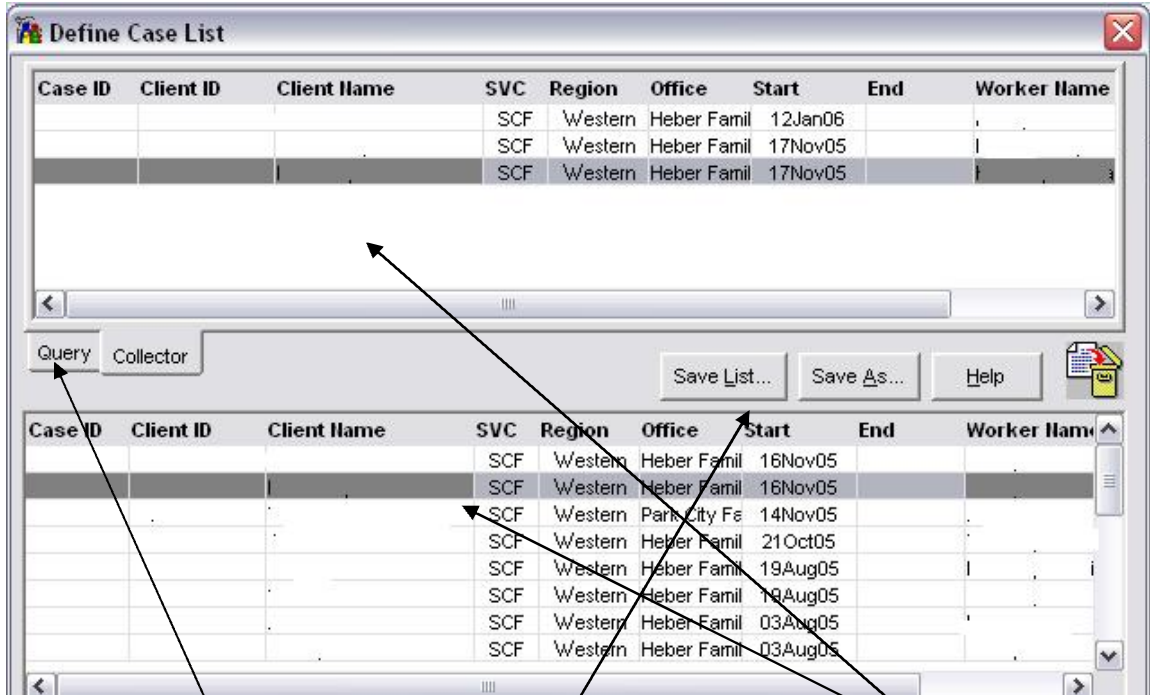
**“Double Click”** on the **“Start”** column to bring the newest cases to the top.

The screenshot shows the 'Define Case List' window. At the top, there is a search section with three columns: 'Search Item', 'Search Type', and 'Search Value'. The first row has 'Case Type' as the search item, 'Equals' as the search type, and 'Supervision in Sub. Care' as the search value. The second row has 'End Date' as the search item, 'Null' as the search type, and an empty search value. The third row has 'Supervisor' as the search item, 'Equals' as the search type, and an empty search value. The fourth row is empty. To the right of the search section are 'Search' and 'Clear' buttons. Below the search section is a 'Records Found' label with the value '25'. Below the search section are 'Query' and 'Collector' tabs. Below the tabs are 'Save List...', 'Save As...', and 'Help' buttons. At the bottom is a table with the following columns: 'Case ID', 'Client ID', 'Client Name', 'SVC', 'Region', 'Office', 'Start', 'End', and 'Worker Name'. The table contains several rows of data, including cases for 'Heber Famil' and 'Park City Fe'.

Case ID	Client ID	Client Name	SVC	Region	Office	Start	End	Worker Name
			SCF	Western	Heber Famil	12Jan06		
			SCF	Western	Heber Famil	17Nov05		
			SCF	Western	Heber Famil	17Nov05		
			SCF	Western	Heber Famil	16Nov05		
			SCF	Western	Heber Famil	16Nov05		
			SCF	Western	Park City Fe	14Nov05		
			SCF	Western	Heber Famil	21Oct05		
			SCF	Western	Heber Famil	19Aug05		

Cases may be selected and moved to the **“Collector”**.  
Select the **“Collector Tab”**.

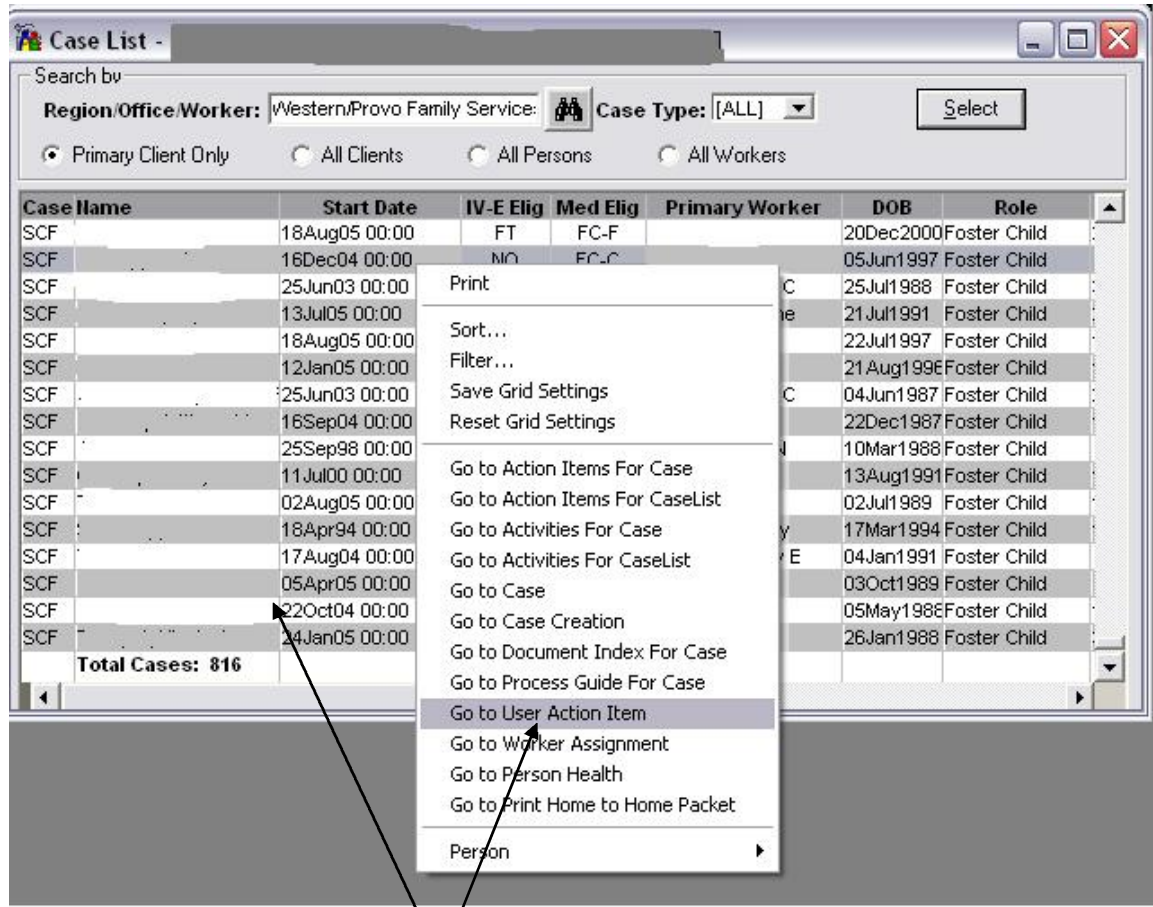




Select the desired cases with the mouse button.  
Multiple cases can be selected by holding the  
“CTRL” button down while selecting.  
“Drag” the cases to the “Collector Box”.

You may return to the “Query” screen and search for  
other team lists. Once you have the desired list  
collected in the “Collector Box” you may “Save” it or  
“Print” by clicking the right mouse button.

## Using User Action Items in SAFE From the Case List Display



Select the case with the mouse.  
**“Right Click”**.  
This will display a drop down box.  
Select **“Go to User Action Item”**.

The screenshot shows the 'Case List' application window. At the top, there is a search bar with 'Region/Office/Worker' set to 'Western/Provo Family Service' and 'Case Type' set to '[ALL]'. Below this are radio buttons for 'Primary Client Only' (selected), 'All Clients', 'All Persons', and 'All Workers'. The main area is a table with columns: Case Name, Start Date, IV-E Elig, Med Elig, Primary Worker, DOB, and Role. The table lists several cases, all with 'Foster Child' as the role. A dialog box titled 'User Action Item Moon, Linda' is overlaid on the table. It contains fields for 'Creation' (13Jan06), 'Re Id' (1155766), 'Action Due' (00 00), 'Action Item' (empty), 'Completion Date' (00 00), 'Lead Days' (empty), and 'Reminder' (empty). There are 'OK' and 'Cancel' buttons at the bottom of the dialog. Arrows point from the text boxes below to the 'Action Due', 'Action Item', 'Lead Days', and 'Reminder' fields in the dialog.

Case Name	Start Date	IV-E Elig	Med Elig	Primary Worker	DOB	Role
SCF	18Aug05 00:00	FT	FC-F		20Dec2000	Foster Child
SCF	16Dec04 00:00	NO	FC-C		05Jun1997	Foster Child
SCF					25Jul1988	Foster Child
SCF					21Jul1991	Foster Child
SCF					22Jul1997	Foster Child
SCF					21Aug1996	Foster Child
SCF					04Jun1987	Foster Child
SCF					22Dec1987	Foster Child
SCF					10Mar1988	Foster Child
SCF					13Aug1991	Foster Child
SCF					02Jul1989	Foster Child
SCF					17Mar1994	Foster Child
SCF					04Jan1991	Foster Child
SCF					03Oct1989	Foster Child
SCF					05May1986	Foster Child
SCF	24Jan05 00:00	NO	FC-C		26Jan1988	Foster Child

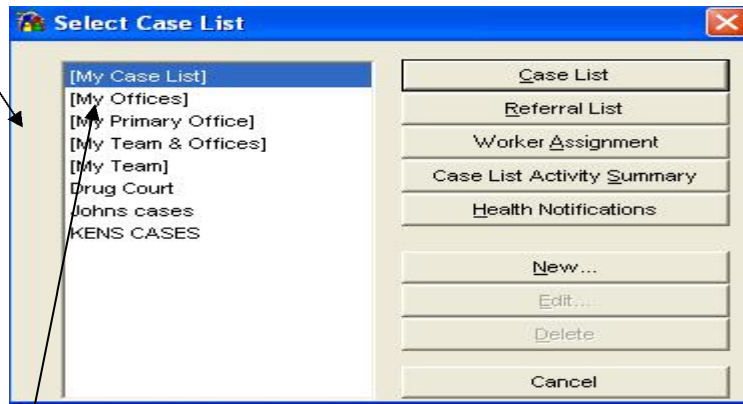
Total Cases: 816

Enter **“Action Due”** date.  
Enter **“Action Item”**.  
Enter **“Lead Day”** if you want SAFE to remind you prior to the due date.  
The **“Action Item”** will appear in your notifications on the requested date when you log onto SAFE.

When you clear the **“Action Item”**, you must enter a completion date or the **“Action Item”** will remain in the case.  
If the **“Action Item”** remains in the case it will have to be cleared prior to case closure.

## SAFE Worker Assignment

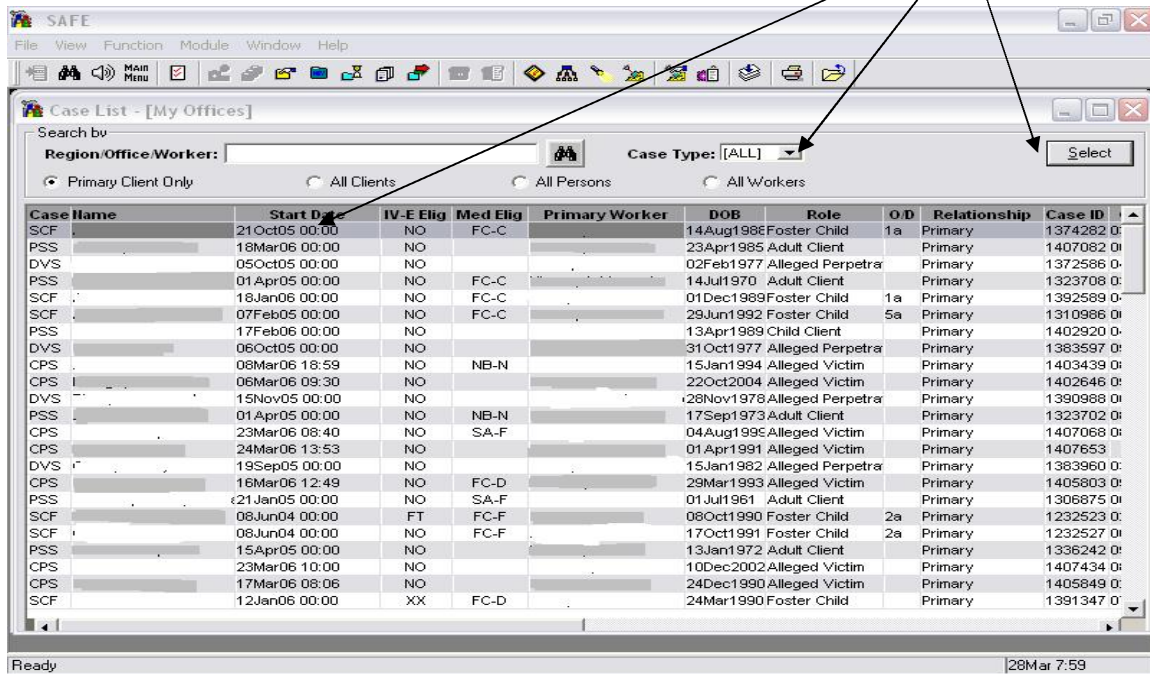
Open “Select Case List” from the Main Menu.



Open “My Offices”. All of the offices you work with should be listed here. If that is not the case, contact the SAFE Helpdesk.

Select case type SCF or AAM and click **Select**.

Click on the “Start” column to bring most recent removal to the top.

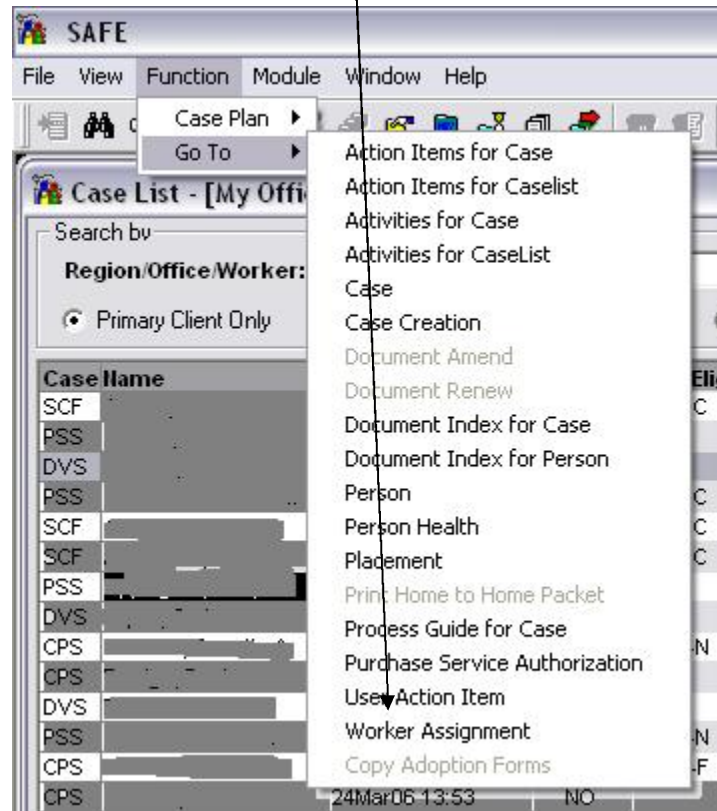


Print
Sort...
Filter...
Save Grid Settings
Reset Grid Settings
Go to Action Items For Case
Go to Action Items For CaseList
Go to Activities For Case
Go to Activities For CaseList
Go to Case
Go to Case Creation
Go to Document Index For Case
Go to Process Guide For Case
Go to User Action Item
Go to Worker Assignment
Go to Person Health
Go to Print Home to Home Packet
Person

**“Right Click” on case. Select “Go to Worker Assignment”**

**OR**

Highlight the case and go to the tool bar, click **“Function”**, then to **“Worker Assignment”**.



The screenshot shows the 'Worker Assignment' window. At the top, there are fields for 'Worker:' (with 'Primary' and 'Secondary' radio buttons), 'Role:', 'Worker:', 'Region:', 'Office:', and an 'Unassigned Cases Only' checkbox. A 'Reassign' button is in the top right. Below these is a table with columns: Case ID, Case Name, Case Start Dt, Primary Worker, T, and C. The first row shows Case ID 1402920, Case Name PSS, Case Start Dt 17Feb06, and Primary Worker. Below the table is a 'Secondary Worker' section with columns for 'Secondary Worker', 'Role', 'Assigned Dt', and 'Unassign'. A 'Ready' status bar is at the bottom left, and a date/time stamp '28Mar 8:22' is at the bottom right. Callout boxes with arrows point to the 'Secondary' radio button, the 'Worker:' field, the 'Unassigned Cases Only' checkbox, and the 'Secondary Worker' table header.

Worker Assignment

Worker: ☒ Primary ☐ Secondary

Role:  Worker:  Region:  Office:  ☐ Unassigned Cases Only

Case ID	Case Name	Case Start Dt	Primary Worker	T	C
1402920	PSS	17Feb06			

Secondary Worker

Secondary Worker	Role	Assigned Dt	Unassign
------------------	------	-------------	----------

Ready 28Mar 8:22

Select **"Secondary Worker"**.

Select **"Eligibility Worker"**.

Select your name from the worker list  
or the row browser.

Putting a check in **"Unassigned Cases Only"**  
will bring all of the current SCF or AAM  
cases that have not been assigned to you.

In the **"Assign"** box highlight the name of the child  
that has not been assigned and hit assign.

**OR**

You can assign multiple new cases by highlighting  
the first child and while holding down the  
**"Ctrl"** key highlight the remaining  
unassigned cases, then click **"Assign"**.

The next time you log in to SAFE you will  
get an alert about pending cases assigned to  
you. Closing the notify box means you have  
accepted these cases.

**"OR"**



## Worker Assignment from SAFE Case

The screenshot shows the SAFE software interface. At the top is a menu bar with 'File', 'Edit', 'Function', 'Module', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is divided into several sections. The top section contains fields for 'Start Date: 01 Aug99', 'End Date:', 'Worker:', 'Wkr Off: wWestern/Provo Family Services', 'Case Off: wWestern/Provo Family Services', 'Due Date:', and 'Address:'. Below this is a tabbed interface with 'General', 'Person', 'Documents', 'Services', 'Subsidy', and 'Adoption' tabs. The 'General' tab is selected. It contains a 'Case Origin' section with 'Referral Source: Unknown' and 'Primary Reason: Unknown', and a 'Case Closure Wizard' button. To the right of this is a 'Worker Listing' table. Below the 'General' tab is a 'Reason for Current DCFS Involvement' text area. At the bottom left is a 'Contributing Factors' section with a list box and navigation buttons. At the bottom right is a 'Prior Case' section with fields for 'Case Type:', 'Worker:', 'Reg/Office:', and 'ID#'. The 'Worker Listing' table has the following data:

Worker Name	Assignd	Vacated	Role
	09 Aug05		Primary Worker
	14 Jul04		Eligibility Worker
	01 Aug99	07 Jul03	Primary Worker

An arrow points from a text box below to the 'Worker Listing' table.

Right Click in the “Worker Listing” box.



The screenshot shows the 'SAFE - [Worker Assignment]' window. It includes a menu bar (File, View, Module, Window, Help) and a toolbar. The main interface has several fields: 'Worker' with radio buttons for 'Primary' and 'Secondary' (the 'Secondary' button is selected); 'Role' set to 'Eligibility Worker'; 'Worker' with a dropdown menu; 'Case Region Office Override Region' set to 'Western'; and 'Office' set to 'Provo Family Services'. There is an 'Assign' button and an 'Unassigned Cases Only' checkbox. Below these fields is a table with columns: Case ID, Case Name, Case Start Dt, Primary Worker, T, and C. The first row shows Case ID 894346, Case Name, Case Start Dt AAM 01 Aug 99, and Primary Worker. Below the table is a section for 'Secondary Worker' with columns for 'Role' and 'Assigned Dt'. An 'Unassign' button is located at the bottom right. Five callout boxes provide instructions: 1. 'Select "Secondary Worker".' points to the 'Secondary' radio button. 2. 'Select "Eligibility Worker".' points to the 'Role' dropdown. 3. 'Select your name from the row browser or drop down box.' points to the 'Worker' dropdown. 4. 'Once selections have been entered the "Assign" button will be activated. Click "Assign".' points to the 'Assign' button. 5. 'To "Unassign" yourself as the worker, select your name in the worker box and "Click Unassign".' points to the 'Unassign' button and the 'Secondary Worker' table.

Worker: ☐ Primary ☒ Secondary

Role: Eligibility Worker

Worker: [Dropdown]

Case Region Office Override Region: Western Office: Provo Family Services

Assign

☐ Unassigned Cases Only

Case ID	Case Name	Case Start Dt	Primary Worker	T	C
894346		AAM 01 Aug 99			

Secondary Worker

Secondary Worker	Role	Assigned Dt
------------------	------	-------------

Unassign

Ready 17 Jan 13:40

Select "Secondary Worker".

Select "Eligibility Worker".

Select your name from the row browser or drop down box.

Once selections have been entered the "Assign" button will be activated. Click "Assign".

To "Unassign" yourself as the worker, select your name in the worker box and "Click Unassign".

**\*\*When you assign yourself as a worker, SAFE will add an activity in the case activity logs.**

## SAFE Placement Information Person screen

Use the “Out of Home” tab on the person screen, “Placement History” radial button.

Placement	Formal	Living Arrangement	Provider	Provider ID	Caretaker	Status
07Jan05	Y	SFP-Level 2, Specialized Foster				Final
21Dec04	Y	SHN-Shelter (Non-Pay)			Christmas Box Hous	Final
12Oct04	N	BOH-Living At Family Home				Final
07Oct04	Y	SHN-Shelter (Non-Pay)			Christmas Box Hous	Final

Start date of the first placement

Type of Placement

Provider Name ID #

Proctor home information should be entered here by the caseworker.

This screen will show all placements from any custody episode recorded in SAFE.

Use scroll bar to access the information in the other columns. Columns can be rearranged for personal preference.

- ✓ Check the start date of the first placement to verify the date the child last lived with the caretaker relative losing custody.
- ✓ The placement history should be reviewed to ensure that each placement meets the IV-E and Medicaid placement requirements. The placement must be a qualified placement for IV-E eligibility purposes and also be fully licensed for a foster child to be IV-E eligible and IV-E reimbursable.
- ✓ The placement must be receiving a Foster Care maintenance payment for a child to be Foster Care Medicaid eligible.
- ✓ Information about the licensure of foster homes licensed by the Office of Licensing is available in the Foster Care Licensing Database.
- ✓ Proctor home licensing certificates and copies of the proctor parents' BCI's must be included in the IV-E eligibility case record.

Residential placement licensure can be checked online at <http://www.hslic.state.ut.us/>

## SAFE Placement Information SCF case “Out of Home” Tab

In the open SCF case, click on the “**Out of Home Tab**” to access the placement information for the foster child.

Placement	Living Arrangement	Provider	Provider ID	Removal	Caretaker	Form
08Apr05	DIR-Individual Residential Care				Nelson, Jennifer	
20Aug03	DFB-Fmly Bsd Res Care	NEW LEAF ALTERNATIVE		20Aug03	Angilau, Fita	Y
25Jun03	DFB-Fmly Bsd Res Care	NEW LEAF ALTERNATIVE		25Jun03	Dubbeld, Trish	Y
30May03	DFB-Fmly Bsd Res Care	FAMILY FIRST SERVICES		30May03	Nasio, Mele	Y
30May03	DFB-Fmly Bsd Res Care	FAMILY FIRST SERVICES		30May03	Mafieu, Tina	N
24Oct02	DFB-Fmly Bsd Res Care	FAMILY FIRST SERVICES		30May03	Manu, Penina	Y
15Oct02	COR-Correction Facility	WASATCH MENTAL HEA		24Oct02	Slate Canyon Detent	Y
03Jun02	SFD-Level 3, Structured Foster Care	JOYCE BRANNUM		15Oct02		Y
30May02	SHN-Shelter (Non-Pay)			03Jun02	Vantage Point Youth	Y
10May02	SFP-Level 2, Specialized Foster Care	JUDITH EWELL		30May02		Y
06May02	BGH-Group Home (Non-Pay)			10May02	Vantage Point Youth	Y
06May02	BGH-Group Home (Non-Pay)	WASATCH MENTAL HEA		06May02	Vantage Point Youth	N

Placement start and end dates.

For additional placement information “**Double Click**” on that placement.

### Caretaker Name

Name of the caretaker is entered here by the caseworker, if the caretaker is different than the Provider. This is where Proctor Home information is located.

### Provider Name

Name of foster parent, group home, residential placement or the name of the agency that licenses the caretaker.

Use scroll bars to access more columns.

## SAFE Screen for Proctor Placements

SAFE - [redacted]

File Edit Function Module Window Help

Main Menu [icons]

Name: [redacted] ID: [redacted] Type: SCF Start Dt: 06May02  
Reg/Off/Wrk: Western/American Fork Family Services/[redacted] End Dt: [redacted]  
Status: Final

General Details Permanency

Living Arrangement Change  
Reason: [dropdown] Dt: 20Aug03 ☐ Emergency  
Narrative: Caretaker was changed.

Provider  
Living Arrangement: DFB - Fmly Bsd Res Care  
Start Dt: 20Aug03 End Dt: [redacted]  
Org/Last: NEW LEAF ALTERNAT First: [redacted]  
ID: [redacted]  
Address: PO BOX 501  
DRAPER, UT 84020  
Phone: (801)485-3772

Caretaker  
Org: [dropdown]  
Last: Mouse  
First: Mickey  
Street: 3301 E Center  
City: Draper State: UT  
Zip: 84720 Phone: (801) [redacted]

**Provider**  
Name of agency that has  
licensed the proctor home.

Proctor home licensed  
by the provider.

Proctor home name, address and  
phone number should be entered in  
the caretaker field.

The Medicaid Card must be mailed to the place where the foster  
child lives. The proctor home is where the child is living.

## SAFE Placement Information Person Report

The screenshot shows the SAFE Management System window. The 'File' menu is open, displaying options: Close, Save (Ctrl+S), Save As..., Change Password, Print Setup..., Print Screen, Exit, Person Report, and Print VIC Form for Primary School. The 'Person Report' option is highlighted. The main window displays a form for a person's information, including fields for Client ID, Person ID, DOB, Gender, Ethnicity (set to White), and various contact and enrollment details. A callout box points to the 'Person Report' option in the File menu.

With the person window open, use the drop down box from file and select **“Person Report”**.



The screenshot shows the SAFE software window. At the top left is the 'SAFE' logo. Below it, in the 'Select' section, there are two radio buttons: 'All Data' and 'Selected Data'. The 'Selected Data' button is selected. Below this is a text box labeled 'User Defined Report Subtitle'. To the right, in the 'Select Data to Print' section, there is a list of checkboxes: 'General Information', 'List of Referrals and Cases', 'List of Documents', 'Education', 'List of Purchase Service Authorizations', 'Eligibility', 'Payment History', 'Goal History', 'Placement History', 'Removal / Custody', 'List of Workers', and 'Family Information'. At the bottom of the window are two buttons: 'Print' and 'Close'. A blue text message in the center says 'Data will be printed in Landscape Mode.'.

Select the option of **“All Data”** or **“Selected Data”**.  
When **“Selected Data”** is selected, then you can choose the information you want to view or print.

Select **“Print”**.

## Adding a Social Security Number in SAFE

The screenshot shows the SAFE software interface for a person named 'Duck, Daisy'. The 'Person' tab is selected, and the 'SSN' field is highlighted with a red arrow. The 'SSN' field is currently empty. The 'DOB' is 18JAN1991, and the 'Age' is 14. The 'Ethnicity' is 'Unknown'. The 'Client ID' is 1725735. The 'Person ID' is 19JAN1991. The 'Gender' is Female. The 'DOB Status' is Estimated. The 'Deceased Date' is 00 0000. The 'Deceased Status' is empty. The 'Tribe' is empty. The 'Band' is empty. The 'Contact' is empty. The 'Address' is empty. The 'Zip' is empty. The 'City' is empty. The 'State' is empty. The 'Enrollment Hbr' is empty. The 'Tribe Ct Hbr' is empty. The 'Tribe Notified' is empty. The 'Phone' is empty. The 'Phone' is 0 of 0. The 'Court Jurisdiction Start' is empty. The 'Court Jurisdiction End' is empty. The 'Address' is 1 of 1. The 'Alias Last' is empty. The 'Alias First' is empty. The 'Alias MI' is empty. The 'Ready' status is shown at the bottom left, and the date/time is 17Nov 13:03 at the bottom right.

Enter the SSN.  
**SAVE.**  
Message stating that “SSN matches an SSN associated with this number, are they the same client?”  
Double check to insure the client is the correct client. If the information is correct, answer, “Yes” to complete the **SAVE**.



## SAFE Eligibility Screens

**SAFE Person Screen. Eligibility Tab.**

**IV-E Eligibility (Non-e-Rep) Radial Button.**  
IV-E Eligibility will be displayed when the “Eligibility Tab” is opened.

**13 Columns.**  
Columns may be arranged for personal preferences.  
Use the scroll bar to display additional columns.

## IV-E Eligibility Entry

Current IV-E will show as  
“XX” for a foster child  
without a IV-E entry.

“Right Click” in this area to  
access the drop down box.

The screenshot displays the SAFE Eligibility Entry interface. At the top, there are fields for Person, Client ID, Person ID, DOB, and Gender. Below these are tabs for General, Ref/Case, Eligibility - Entry, Documents, Health, Psychosocial, Education, Purch Svc, Court, Family, History, Worker, Rep Payee, and ICPC. The 'Eligibility - Entry' tab is selected. Under the 'View' section, there are three radio buttons: 'IV-E Eligibility (Non - eRep)' (selected), 'IV-E Court-Ordered Language', and 'IV-E Removal Requirement / DSPD Waiver'. Below this, a 'Current IV-' label is followed by a dropdown menu showing 'XX'. A table with columns 'IV-E Type', 'Effective Date', 'Determination Result', 'Termination Reason', 'Case ID', 'Application', 'Early Reason', and 'Determination Date' is visible. A right-click context menu is open over the table, showing options like Cut, Copy, Paste, Select All, Insert, Redo, Print, Add, Delete, Restore..., Scroll, Sort..., Filter..., Save Grid Settings, Reset Grid Settings, Add IV-E Eligibility (highlighted with a red circle), Delete IV-E Eligibility, Go to Document Index for Person, and Go to Person Health. Below the table is a section for 'Ineligible Reasons' and a 'Note' field.

Select  
“Add IV-E Eligibility”.

### **\*\*Remember\*\***

**DO NOT** enter the IV-E eligibility information into SAFE until **ALL** of the IV-E determination paperwork has been completed.

The screenshot shows the 'Eligibility - Entry' tab in the SAFE system. The 'View' section has three radio buttons: 'IV-E Eligibility (Non - eRep)' (selected), 'IV-E Court-Ordered Language', and 'IV-E Removal Requirement / DSPD Wavier'. Below this is a 'Current IV-E' section with a table of eligibility episodes. The table has columns: Case ID, IV-E Type, Application Date, Effective Date, Determination Date, Determination Result, Early Reason, Determination Worker, Determination Region/Office, and Termination Date. A dropdown menu for Case ID shows '1606794' and a dropdown for IV-E Type shows 'Initial Eligibility'. Below the table is a section for 'Ineligible Reasons' with columns for Date, Worker, and Note. Three callout boxes provide instructions: 1. Points to the 'Application Date' field: 'Enter the date the eligibility type begins. This is always the first day of the month.' 2. Points to the 'IV-E Type' dropdown: 'Make sure to select the correct custody episode. Some foster children will have more than one custody episode.' 3. Points to the 'Effective Date' field: 'Enter the date the application is received.'

Case ID	IV-E Type	Application Date	Effective Date	Determination Date	Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Date
1606794	Initial Eligibility								

ID	Start	End
1606794	17Nov08	

Ineligible Reasons	Date	Worker	Note

**Date format for SAFE Eligibility Entry is DD/MON/YR (01OCT05).**

**The determination worker, region and office will auto fill with the name of the eligibility worker that is logged into SAFE.**

## How to Proceed if the Initial Eligibility Determination is “NO”

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

View  
☒ IV-E Eligibility (Non - eRep) ☐ IV-E Court-Ordered Language ☐ IV-E Removal Requirement / DSPD Waiver

Current IV-E: [ ]

Case ID	IV-E Type	Application Date	Effective Date	Determination Date	Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Date
					<div>Yes No</div>				

Enter the date the determination was made.

Choose “NO” from the drop down box.

Ineligible Reasons	Date	Worker	Note

Person: [ ] Client ID: [ ] Person ID: [ ] DOB: [ ] Gender: [ ]

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

View  
☒ IV-E Eligibility (Non - eRep) ☐ IV-E Court-Ordered Language ☐ IV-E Removal Requirement / DSPD Waiver

Current IV-E: [XX]

Case ID	IV-E Type	Application Date	Effective Date	Determination Date	Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Reason
						<div>DHS Custody DYC Custody</div>			

If this is a continuous custody episode from DHS or DJJS custody, select the appropriate agency from the drop down box.

Ineligible Reasons	Date	Worker	Note

SAFE Eligibility Guide  
12/2008

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | **Court** | Family | History | Worker | Rep Payee | ICPC

View  
☒ IV-E Eligibility (Non - eRep)  
 ☐ IV-E Court-Ordered Language  
 ☐ IV-E Removal Requirement / DSPD Wavier

Current IV-E: XX

Case ID	IV-E Type	Applicatio Effective Date	Determination Result	Determination Date	Early Reason	Determination Worker	Determination Region/Office	Termination Reason
	Initial Eligibility	01Sep08	No	03Dec08				

**Ineligible Reasons**

- ☐ Age requirement not met
- ☐ Assets exceed limits □ AFDC group
- ☐ Citizenship □ not U.S. or qualified alien
- ☐ Court order □ No best interest language in initial order
- ☐ Court order □ No reasonable efforts to prevent removal 60 days
- ☐ Custody not given to agency
- ☐ Deprivation not present in removal home
- ☐ Income exceeds limits □ AFDC group
- ☐ Insufficient data
- ☐ Not living with relative who lost custody within 6 months
- ☐ Removal Requirement Not Met

Initial Eligibility Determination is "NO".

Click on the "Ineligible Reasons Bar" to open the drop down menu.  
Click the mouse to select as many reasons as are applicable.

**\*\*SAVE\*\***

## Add Eligibility Notes

The screenshot shows the main interface of the SAFE Eligibility Guide. At the top, there are fields for Person, Client ID, Person ID, DOB, and Gender. Below these are tabs for General, Ref/Case, Eligibility - Entry, Documents, Health, Psychosocial, Education, Purch Svc, Court, Family, History, Worker, Rep Payee, and ICPC. The 'Eligibility - Entry' tab is selected. Under this tab, there are three radio buttons: 'IV-E Eligibility (Non - eRep)', 'IV-E Court-Ordered Language', and 'IV-E Removal Requirement / DSPD Wavier'. The 'IV-E Eligibility (Non - eRep)' radio button is selected. Below the radio buttons is a 'Current IV-E' field with the value 'XX'. A table with columns Case ID, IV-E Type, Application, Effective Date, Determination Result, Determination Date, Early Reason, Determination Worker, Determination Region/Office, and Termination Reason is visible. A context menu is open over the table, showing options like Cut, Copy, Paste, Select All, Redo, Print, Scroll, Sort..., Filter..., Add Eligibility Note, Delete Eligibility Note, Edit Eligibility Note, View Eligibility Note, and Go to Eligibility Notes History. The 'Add Eligibility Note' option is highlighted. A callout box points to the table area with the text: "Right Click" in this area to open the drop down box for note selection. Another callout box points to the 'Add Eligibility Note' option with the text: Select "Add Eligibility Note".

The screenshot shows the 'Eligibility Note' dialog box. It has fields for Entry Date and Worker. The main text area contains the following text: 'Add details of the determination including:', 'Court order information', 'Deprivation', 'Income', 'Assets', 'AFDC Group Size', 'Reason case is not IV-E', and 'Details are great! Tell the story!'. At the bottom right, there are 'Save' and 'Close' buttons. A callout box points to these buttons with the text: Click "Save". Click "Close".

**\*\*SAVE and Close Person Screen\*\***

## How to Proceed if the Initial Eligibility Determination is “YES”

Person: Client ID: Person ID: DOB: Gender:

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View  
☐ IV-E Eligibility (Non - eRep) ☐ IV-E Court-Ordered Language ☐ IV-E Removal Requirement / DSPD Wavier

Current IV-E: XX

Case ID	IV-E Type	Application Date	Effective Date	Determination Result	Determination Date	Early Reason	Determination Worker	Determination Region/Office	Termination Reason
1603173	Initial Eligibility			Yes No	03Dec08		Moon, Linda	Other/Human Ser	

Ineligible Reasons Date Worker Note

Enter the “Application Date” and the “Eligibility Effective Date”. The eligibility effective date is always the first day of the month

Enter the date the determination was made.

Select “YES” from the drop down box.

Person: Client ID: Person ID: DOB: Gender:

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View  
☐ IV-E Eligibility (Non - eRep) ☐ IV-E Court-Ordered Language ☐ IV-E Removal Requirement / DSPD Wavier

Current IV-E: XX

Case ID	IV-E Type	Application Date	Effective Date	Determination Result	Determination Date	Early Reason	Determination Worker	Determination Region/Office	Termination Reason
						DHS Custody DYC Custody			

Ineligible Reasons Date Worker Note

If this is a continuous custody episode from DHS or DJJS custody, select the appropriate agency from the drop down box.



Person: \_\_\_\_\_ Client ID: \_\_\_\_\_ Person ID: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View  
☐ IV-E Eligibility (Non - eRep) ☐ IV-E Court-Ordered Language ☐ IV-E Removal Requirement / DSPD Waiver

Current IV-E: XX

Case ID	IV-E Type	Application Effective Date	Determination Result	Determination Date	Early Reason	Determination Worker	Determination Region/Office	Termination Reason
1603173	Initial Eligibility		Yes	03Dec08		Moon, Linda	Other/Human Ser	
1603173				03Dec08		Moon, Linda	Other/Human Ser	

Ineligible Reasons Date Worker Note

Choose "Yes" or "No" from the drop down box.

Enter the "Effective Date".

"Right Click" to add a second eligibility line. Select "Initial Reimbursability" from the drop down box.

- FT= IV-E Eligible and IV-E Reimbursable.
- FE= IV-E Eligible, not IV-E Reimbursable.
- NO= Not IV-E Eligible.
- XX= No Eligibility Determination Entered.

**\*\*SAVE\*\***

 **Add Eligibility Note.** See page 35 for instructions.

## Terminating IV-E Reimbursability

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View  
• IV-E Eligibility (Non - eRep) • IV-E Court-Ordered Language • IV-E Removal Requirement / DSPD Wavier

Current IV-E: XX

Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Date	Termination Reason	Termination Worker	Termination Region/Office
Yes		Moon, Linda	Other/Human Ser		IV-E eligibility ended		
Yes		Moon, Linda	Other/Human Ser		Placement-Kin pending licensure		
					Runaway		
					SSI recipient		

Enter **"Termination Date"**. This is always the last day of the month.

Select **"Termination Reason"** from the drop down menu.

**\*\*SAVE\*\***

 **Add Eligibility Note.** See page 35 for instructions.

## Terminating IV-E Eligibility

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family |

View  
☒ IV-E Eligibility (Non - eRep) 
 ☐ IV-E Court-Ordered Language 
 ☐ IV-E Removal Requirement

Current IV-E: XX

Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Date	Termination Reason	Termination Worker	Termination Region/Office
Yes		Moon, Linda	Other/Human Ser		Adoption Final		
Yes		Moon, Linda	Other/Human Ser		Age 18 and graduated from high school		
					Age 18 and not full time student on track to graduate by 19		
					Assets exceed limits		
					Court order		
					Custody ended		
					Deprivation not present in removal home		
					Income exceeds limits		
					Placement-Conditional or non-licensed foster home		
					Placement-On non-licensed group home or facility		
					Placement-On non-qualified provider or placement		
					Placement-On specifically court ordered		
					Review-not completed		
					Trial home placement exceeds six months		
					Trial home placement less than six months		
					Voluntary placement		
					Voluntary relinquishment		

**Ineligible Reasons**

Date	Worker

Worker/Region/Office will auto fill.

Enter "Termination Date". This will always be the last day of the month.

Select "Termination Reason" from the drop down menu.

**\*\*SAVE\*\***

 **Add Eligibility Note.** See page 35 for instructions.

## Adding Ongoing Eligibility or Reimbursability

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

View  
• IV-E Eligibility (Non - eRep) • IV-E Court-Ordered Language • IV-E Removal Requirement / DSPD Waiver

Current IV-E: XX

Case ID	IV-E Type	Application Date	Effective Date	Determination Date	Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Date
	Initial Eligibility								
	Initial Reimbursability								
	Ongoing Reimbursability								
	Ongoing Eligibility								


Ineligible Reasons

Date	Worker	Note
------	--------	------

Select  
"Ongoing Eligibility or Reimbursability"  
as the IV-E Type.

Enter the  
"Effective Date".  
This is always the first  
day of the month.





**\*\*SAVE\*\***

 Add Eligibility Note. See page 35 for instructions.

### **\*\*REMEMBER\*\***

Eligibility notes should be added to SAFE in the note section anytime you take an action on a IV-E case.

This includes:

-  Initial Determination.
-  Reviews.
-  Changes.
-  Closure.

## SAFE Court Order Language Requirements View (Eligibility Entry Tab)

### Purpose:

SAFE created the Court Order Language Requirements view to allow eligibility workers to document information related to IV-E court order requirements.

### Access:

Eligibility workers will have access to add or edit information on this view. DCFS workers will have access to view, but not edit this information. This tab will be disabled for all other users.

### Navigation:

You can access this view by opening the person window and selecting the **Eligibility - Entry** tab. From there select the **IV-E Court-Ordered Language** view.

### Eligibility Entry:



To enter information the user first selects a case from the dropdown. The worker then makes a selection from the

**Case/Episode:**   
**Custody Type:**  drop down. Available selections are



Court order requirements are activated based on the custody type selected. Right click in the court order section to add or delete court orders



or use the   to add and delete. Use the IV-E court order wording to document the requirements met by the selected order. A selection for trial home placement/court order is being added.

IV-E Court Order Wording	
<input type="checkbox"/>	Best Interest Language in Court Order-Voluntary Placement (180 Days)
<input type="checkbox"/>	Best Interest Language in Court Order-Voluntary Relinquish (180 Days)
<input type="checkbox"/>	Best Interest Language in Initial Order
<input type="checkbox"/>	Reasonable Efforts to Finalize Permanency Plan Language (Yearly)
<input type="checkbox"/>	Reasonable Efforts to Prevent Removal Language (60 days)

Court ordered placements are documented in the section titled **Court-Ordered Placement**

SAFE Eligibility Guide  
12/2008

The screenshot shows a window titled "Court-Ordered Placement". Inside the window is a table with two columns: "Start Date" and "End Date". A context menu is open over the table, displaying the following options: "Cut", "Copy", "Paste", "Select All", "Add Court-Ordered Placement", and "Delete Court-Ordered Placement".

Use the   or right click in the  to add start and end dates of the court ordered placements.

**Person** [Redacted]

Person: [Redacted] Client ID: [Redacted] Person ID: [Redacted] DOB: [Redacted] Gender: [Redacted]

General | Ref/Case | **Eligibility - Entry** | Documents | Health | Psychosocial | Education | Purch Svc | Family | History | Worker | Rep Payee

View  
☐ IV-E Eligibility (Non - eRep) ☒ IV-E Court-Ordered Language ☐ IV-E Removal Requirement

Case/Episode: [Redacted] Custody Type: [Redacted]

**Court Orders** [Add] [Remove]

Date	Hearing Type	Judge	Entered By	IV-E Comment

**IV-E Court Order Wording**

- ☐ Best Interest Language in Court Order-Voluntary Placement (180 Days)
- ☐ Best Interest Language in Court Order-Voluntary Relinquish (180 Days)
- ☐ Best Interest Language in Initial Order
- ☐ Reasonable Efforts to Finalize Permanency Plan Language (Yearly)
- ☐ Reasonable Efforts to Prevent Removal Language (60 days)

**Court-Ordered Placement** [Add] [Remove]

Start Date	End Date



## IV-E Determination Screens Eligibility Entry Tab Removal Requirement

Person: Client ID: Person ID: DOB: Gender:

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View  
☐ IV-E Eligibility (Non - eRep) ☐ IV-E Court-Ordered Language ☒ IV-E Removal Requirement / DSPD Waiver

Case/Episode: 14Jan08 IV-E Removal Requirement Met: SAFE will determine if the removal requirement was met. A yes or no will display

Eligibility Month: 14Jan08

Removal from Caretaker Relative  
Was the person from whom the court took custody, who voluntarily placed the child, or who relinquished parental rights a caretaker relative? ☐ Yes ☐ No  
If Yes, list relationship: Father, Adoptive Father, Adoptive Mother, Aunt, Brother, Cousin, Father, Grandfather

Last Resided Date  
When did the child last live with parent(s) or guardian relative(s) from whom custody was voluntarily or judicially taken?

Type of Removal: Father

Constructive Removal Requirement (All Required)  
☐ Child placed with same non-parent caretaker relative.  
☐ Child was living with non-parent caretaker relative when voluntarily or judicially placed in State custody.  
☐ Non-parent caretaker relative became licensed as foster parent.

DSPD Waiver Services  
Start Date End Date

Select correct case ID

Enter "Yes" or "No"

Select caretaker relative who is losing custody from the drop down menu.

If the child is eligible to receive DSPD service enter that start date by clicking on the + button. If DSPD services end, an end date will need to be entered.

Clicking the – button will delete the highlighted record.

Person: Client ID: Person ID: DOB: Gender:

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View  
☐ IV-E Eligibility (Non - eRep) ☐ IV-E Court-Ordered Language ☒ IV-E Removal Requirement / DSPD Waiver

Case/Episode: 14Jan08 IV-E Removal Requirement Met: Yes

Eligibility Month: 14Jan08 (Date when legal process was initiated that led to removal of child)

Removal from Caretaker Relative  
Was the person from whom the court took custody, who voluntarily placed the child, or who relinquished parental rights a caretaker relative? ☐ Yes ☐ No  
If Yes, list relationship: Father

Last Resided Date  
When did the child last live with parent(s) or guardian relative(s) from whom custody was voluntarily or judicially taken?

Type of Removal: Father

Constructive Removal Requirement (All Required)  
☐ Child placed with same non-parent caretaker relative.  
☐ Child was living with non-parent caretaker relative when voluntarily or judicially placed in State custody.  
☐ Non-parent caretaker relative became licensed as foster parent.

DSPD Waiver Services  
Start Date End Date

Enter the Eligibility Month

Select removal type

Enter Date child last lived with caretaker relative losing custody

Person: I Client ID: Person ID: DOB: Gender:

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Puch Svc Court Family History Worker Rep Payee ICPC

View  
☐ IV-E Eligibility (Non - eRep) ☐ IV-E Court-Ordered Language ☒ IV-E Removal Requirement / DSPD Waiver

Case/Episode: IV-E Removal Requirement Met: Yes

Eligibility Month: (Date when legal process was initiated that led to removal of child)

Removal from Caretaker Relative  
Was the person from whom the court took custody, who voluntarily placed the child, or who relinquished parental rights a caretaker relative? ☐ Yes ☐ No  
If Yes, list relationship:

Last Resided Date  
When did the child last live with parent(s) or guardian relative(s) from whom custody was voluntarily or judicially taken?

Type of Removal:

Constructive Removal Requirement (All Required)

- ☐ Child placed with same non-parent caretaker relative.
- ☐ Child was living with non-parent caretaker relative when voluntarily or judicially placed in State custody.
- ☐ Non-parent caretaker relative became licensed as foster parent.

DSPD Waiver Services  
Start Date End Date

If removal type is “**Constructive**” you must enter the information in this box. All three elements must be applied in order for a case to meet the constructive removal type requirements.

### Representative Payee Screen Eligibility Entry

- When a child is receiving SSI or SSA at the time the initial IV-E/Medicaid determination is completed the eligibility worker must enter that information on the Rep Payee tab on the person screen.
- It is critical that the SSI information be entered in order for SAFE to pass the correct IV-E information to e-Rep.
- Information entered here by the eligibility worker can be seen by the caseworker and rep payee custodian.

The screenshot shows the 'Person' screen with the 'Rep Payee' tab selected. A context menu is open over the 'General Info' radial button, with 'Add Entry' highlighted. Arrows point from the 'Rep Payee' tab and the 'Add Entry' option to a text box.

Start Date	Type of Income	Period	Amount	End Date	Entered By	Comments
------------	----------------	--------	--------	----------	------------	----------

From the Rep Payee Tab on the person screen,  
General Info radial button selection,  
Right Click and select "Add Entry"

The screenshot shows the 'Person' screen with the 'Rep Payee' tab selected. A dropdown menu is open for the 'Type of Income' field, showing options like 'SSI/Elig Det', 'SSA/Elig Det', and 'Monthly'. Arrows point from the dropdown and a text box to the 'Amount' field.

Start Date	Type of Income	Period	Amount	End Date	Entered By	Comments
------------	----------------	--------	--------	----------	------------	----------

Select:  
**SSI/Elig Det or SSA/Elig Det**  
Select:  
**Monthly**  
Enter:  
**Benefit amount**  
**"SAVE"**

## SAFE/CARE Interface Training Manual

SAFE users will now be able to locate and download a Juvenile Court # from the Court CARE system into SAFE. They will also be able to access court hearing information, and view and print Court Orders.

### Copying a Child/Youth's Juvenile Court # from the CARE System to SAFE.

To locate and copy the **Juvenile Court #** for a Child/Youth that is, or has been in DHS/DCFS custody, or has had a petition filed in the Juvenile Court:

- Navigate to the SAFE **Directory** window
- Select the **Juvenile Court** Tab

**Directory**

SAFE Person/Client | Customer Directory | SAFE Provider | SAFE Worker | **Juvenile Court**

Search by (Enter all available information to locate a person in both the CARE and SAFE systems)

Last:  First:  Middle:  Search

Client ID (PID):  SSN:  Date of Birth:  Juv. Ct. #:  Gender:  Clear

**Court Persons** ☐ Under 21 years old

Last	First	Middle	M/F	DOB	Juvenile Ct. #	SSN	Client ID	Adult	Protective Order
Client	Harmony		F	25 Dec2001	567856			N	N
Client	Laurie		F	25Nov1983	469122			Y	N
Client	Alexander		M	09Jan2008	1002396			N	N
CLIENT	LEVI		M	13Nov1985	911071	554545544		N	N
CLIENT	JEREMY		M	16Jul1986	960443	554898989		N	N
CLIENT	ECHO		F	24Nov1984	916762	554909090		N	N
CLIENT	CHERYL	LYNN	F	26Jun1979	832262	552525222		N	N
CLIENT	DILLON		M	13Nov1985	911070	552343444		N	N

**SAFE Persons**

Last	First	Middle	M/F	Juvenile Ct. #	DOB	SSN	Client ID
Client	Emma	L	F		18Mar1992		043456789
Client	Gavin		M		04Dec1989		
Client	Harmony	R	F		25 Dec2001	556778888	044555667
Client	Gavin	R	M		28Jul1989	553767766	030312344
Client	Jacob	R	M		17Oct1990	523889983	089800099
Client	Jacoby		M		09Apr1994		067567812
Client	Christine		U		23Jan1996		
Client	Jazzmin	J	F		07Feb1996		030412345

Copy Juvenile Ct. # for highlighted 'Court Person' to highlighted 'SAFE Person' Copy

- Enter available information for the Child/Youth in the appropriate **Search by** fields. All name fields require at least two characters and all other fields require complete information.
  - If you are searching for an adult then you will need to uncheck the box that is labeled "Under Age 21 years old"
- Select the **Search** button
  - A list of **Court Persons** matching your search criteria will be displayed in the first grid in the middle of the screen.
    - Data that you may have questions about:
      - Client ID – is the High Level Client Index (HLCI) number

- Adult – indicates that a Youth/Adult was an Adult at the time their CARE record was created.
  - Protective Order – A “Y” in this field indicates that the Youth/Adult has filed for has had a Protective Order.
  - A list of **SAFE Persons** matching your search criteria will be displayed in the second grid in the bottom section of the screen.
- Locate and highlight the desired **Court Person** – the **Juvenile Court #** will be listed in red text.
  - If the **Court Person** that you are searching for is not found you either don’t have access to that person’s information or the Juvenile Court has not yet assigned a **Juvenile Court #**.
- Now locate and highlight the **SAFE Person** that matches the **Court Person** that you highlighted.
  - If the **SAFE Person** does not have a **Juvenile Court #** or has a different **Juvenile Court #** you may then copy the **Juvenile Court #** to the **SAFE Person**.
- With the same **Court Person** and **SAFE Person** highlighted select the **Copy** button at the bottom of the window.
  - The **Juvenile Court #** will be copied to the **Juvenile Court #** text entry field on the **Person window** for the Child/Youth and to the **Juvenile Court #** field located on the **Person tab** of your SCF or PSS case.

### **Juvenile Court Number Characteristics**

- A Juvenile Court Number only applies to one Child Client or Adult Client.
- Only one Child Client on a PSS case is required to have a Juvenile Court Number. Other family members do not share the Juvenile Court number and do not require one to be entered in SAFE
- PFP, PFR, CIS, CCS, PSC, IHS, and CPS cases do not require a Juvenile Court. Unless the Child Clients on these cases have been in DCFS custody or under Protective Supervision you will not be able to retrieve a Juvenile Court number from the CARE system for these clients.
- The following message will now appear in SAFE if you try to enter a Juvenile Court # for a Child/Youth that has already been used for another Child/Youth:

“The Juvenile Court # that you entered already exists for another Youth please obtain the correct Juvenile Court # from the CARE system and reenter. Please be aware that only the Foster Child on a SCF case and one Child Client on a PSS case are required to have a Juvenile Court number in SAFE. The court may or may not assign a Juvenile Court Number to all of the children in a family. “

### **Locating Other Juvenile Court Information in SAFE**

Juvenile Court information to include: Hearings, Incidents, Dispositions, Court Ordered Items, Conclusions of Law, Related Persons, Account Summaries and Court Orders may now be accessed in SAFE via the new “Court” tab located on the Person Window.



- Navigate to the **SAFE Person window** for the desired Child/Youth
  - When in the Juvenile Court tab of the Directory window you can easily navigate to the **Person window** by double clicking on the SAFE client with the copied **Juvenile Court #**.
- Select the **Court tab**
  - **NOTE:** This tab will be grayed out when the Juvenile Court # for your client has not yet been downloaded or entered into SAFE. Go the Juvenile Court tab of the Directory window, as outlined above, and copy the Juvenile Court # to SAFE.

### Juvenile Court Hearing Information View

The header section of the **Court tab** remains the same for the four available views and displays the following:

- **Juvenile Court #** - Imported from CARE or entered into SAFE
- **Current or Most Recent Judge** – The name and courtroom address of the Judge that is scheduled to preside at the next scheduled hearing. If there is not one listed the name of the Judge that presided at the last hearing will be listed.
- **District Office** – The court name and address that is displayed here is the location for the next scheduled hearing. If there is not one scheduled then it will show the district office where the last hearing was held

**Person - 2456036 [ Client, Harmony 04564570 ]**

Person: Client, Harmony      Client ID: 045645670      Person ID: 2456036      DOB: 25Dec2001      Gender: F

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | **Court** | Family | History | Worker | Rep Payee | ICPC

**Juvenile Court #:** 468477      **District Office:** Fourth District Juvenile Court - Provo  
**Current or Most Recent Judge:** Jessica Justice  
 2021 S STATE ST  
 PROVO, UT 84606

**View**  
☒ **Juvenile Court Hearing Information**    ☐ Juvenile Court Incident History    ☐ Related Persons    ☐ Account Summary

Date	Start-End Time	Hearing Type	Judge or Commissioner	Hearing Location	Hearing Id	Order
09Oct08	01:30 PM - 02:00 PM	CW - Post Termination Review	Jessica Justice	75 E 80 N - 2nd Floor, American Fork	3735247	
03Jul08	01:30 PM - 02:00 PM	CW - Post Termination Review	Jessica Justice	75 E 80 N - 2nd Floor, American Fork	3702997	
15Apr08	12:15 PM - 12:45 PM	CW - Post Termination Review	Jessica Justice	75 E 80 N - 2nd Floor, American Fork	3677697	
23Jan08	09:30 AM - 02:00 PM	CW - Term Parent Rights - TL	Jessica Justice	75 E 80 N - 2nd Floor, American Fork	3657752	<b>VIEW</b>
17Jan08	10:30 AM - 11:00 AM	CW - Voluntary Relinquishment	Jessica Justice	75 E 80 N - 2nd Floor, American Fork	3646902	
26Nov07	08:00 AM - 08:00 AM	CW - Motion	Jessica Justice	75 E 80 N - 2nd Floor, American Fork	3655153	<b>VIEW</b>
13Sep07	10:00 AM - 10:30 AM	CW - Term Parent Rights - PT	Jessica Justice	99 E Center St - 2nd Floor, Orem	3611327	<b>VIEW</b>
21Aug07	10:30 AM - 11:00 AM	CW - Permanency	Jessica Justice	99 E Center St - 2nd Floor, Orem	3600758	
31Jul07	10:00 AM - 10:30 AM	CW - Permanency Cont. 90 d	Jessica Justice	99 E Center St - 2nd Floor, Orem	3562629	
01May07	09:30 AM - 10:00 AM	CW - Permanency	Jessica Justice	99 E Center St - 2nd Floor, Orem	3524180	

Juv. Ct. #	Youth Name	Hearing Dt	Inc. #	Incident Description	Hearing Type	Applies To Intake/Probation Officer
494966	Harmony Client	10/9/2008	8	VOLUNTARY RELINQUISHMENT	CW - Post Termination Review	MOTHER
494967	Isa Client	10/9/2008	7	VOLUNTARY RELINQUISHMENT	CW - Post Termination Review	FATHER
494968	Hesa Client	10/9/2008				

### Juvenile Court Hearing Information View – Middle Section

The default view upon selecting the Court tab is **Juvenile Court Hearing Information** and consists of the following information:

- **Date** – The dates for all past and upcoming hearings.



- **Start-End Time** – The scheduled start and end time for the scheduled hearing.
- **Hearing Type** – The type or reason for the Court Hearing is displayed.
- **Judge or Commissioner** – The name of the Judge or Commissioner that conducted the hearing or is scheduled to conduct an upcoming hearing.
- **Hearing Location** – The address where the hearing was or is to be held.
- **Hearing Id** – The number assigned by CARE to identify the specific hearing.
- **Order** – This column identifies the fact that a Court Order exists and provides a means to open a Court Order for a specific hearing via the label **“View”** displayed in red text.
  - Double click on **“View”** to retrieve the Court Order for viewing and printing as displayed below.
  - This same navigation will exist from the Juvenile Court Incident History tab “Order” column.

The screenshot shows a software window titled "SAFE" with a toolbar at the top containing icons for printing, saving, and navigation. Below the toolbar is a status bar indicating "The validity of the document certification is UNKNOWN. The author could not be verified." and a "Signature Properties" button. The main content area displays a legal document from the "Fourth District Juvenile Court FOR UTAH COUNTY, STATE OF UTAH". The document is divided into two columns: "STATE OF UTAH, in the interest of" and "Minutes, Findings, and Order". The left column contains the client information: "Client, Harmony 12-25-2001" and "A person under the age of 18 years". The right column contains the case number: "Case No. 468477". Below this, the document states "Before Judge Jessica Justice on 09 Oct 08" and "This case came before the Court for a hearing on the following:". A list of charges follows: "Case Number 468477, Harmony Client", "24 - OBSTRUCTION OF JUSTICE (Felony - 3rd Degree) - Pretrial", "25 - POS. DRUG PARAPHERNALIA - DFZ (Misdemeanor - Class A) - Pretrial", "26 - TAMPERING WITH WITNESS (Felony - 3rd Degree) - Pretrial", and "27 - PROBATION VIO. - NON-PECUNIARY (Contempt) - Pretrial".

### Juvenile Court Hearing Information View – Bottom Section

Since more than one youth may be involved in a specific hearing, this section allows a user to select a specific Youth that they want Incident description information on.

- **Juv. Ct #** - The Juvenile Court # for each youth involved in the highlighted hearing is listed.
- **Youth Name** – The name of each Youth involved in the highlighted hearing is listed.

- **Case Hearing ID** - The number assigned by CARE to identify the specific hearing.
- **Hearing Dt** – The date that the hearing was held.
- **Inc. #** - This is the Incident number for a specific incident for the highlighted Youth.
- **Incident Description** – Displays one of a predefined list of incidents that precipitated the court hearing.
- **Hearing Type** – Describes the purpose for the hearing, ie, pretrial, permanency, arraignment, etc.
- **Applies To** – All persons that the incident applies to.
- **Intake/Probation Officer** – The name of an assigned Intake or Probation officer.

**Person - 2456036 [ Client, Harmony 04564570 ]**

Person: Client, Harmony      Client ID: 04564570      Person ID: 2456036      DOB: 25Dec2001      Gender: F

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

**Juvenile Court #:** 468477      **District Office:** Fourth District Juvenile Court - Provo  
**Current or Most Recent Judge:** Jessica Justice  
 2021 S STATE ST  
 PROVO, UT 84606

**View**  
☐ Juvenile Court Hearing Information    ☒ Juvenile Court Incident History    ☐ Related Persons    ☐ Account Summary

ID	Incident District of Office	Incident Type	Incident Description	Intake/CW Decision	Order
9	23Jan08 Provo	Child Welfare	VOLUNTARY RELINQUISHMENT	Child Welfare	
8	17Jan08 Provo	Child Welfare	VOLUNTARY RELINQUISHMENT	Child Welfare	
7	12Sep06 Provo	Child Welfare	CW PROCEEDING MOTHER	Child Welfare	
6	12Sep06 Provo	Child Welfare	CW PROCEEDING FATHER	Child Welfare	
5	05Sep06 Provo	Child Welfare	SHELTER HEARING	Shelter Hearing	
4	01Sep06 Provo	Child Welfare	PICKUP ORDER	Child Welfare	

Date	Disposition for Incident	Closure Reason	Close D:	ID	Court Ordered Items	Item Status	Start Date	Completion D
13Sep07	Mediation	Self Closing Dispos...	13Sep07					
31Jul07	Continue DCFS Custody							
01May07	Continue DCFS Custody							

Conclusion of Law	Party/Parties Adjudicated
Dependent Child as to Father	

### Juvenile Court Incident History View – Middle Section

When the Juvenile Court Incident History radio button is selected all Incidents for the Youth are retrieved with their associated Dispositions, Items and Conclusions of Law with the following associated information:

- **ID** – This is the incident number. These numbers will be displayed with the latest or most recent number listed first.
- **District Office** – This is the location where the incident was filed with the court.
- **Incident Type** – This column lists the type of Incident, either Child Welfare or Delinquency.
- **Incident Description** – This column identifies the incidents that the court is dealing with.

- **Intake/Child Welfare Decision** – This column identifies the action the court took upon initially receiving the referral.
- **Order** – This column functions exactly the same as the identical column located on the Juvenile Court History Information view above.

#### Juvenile Court Incident History View – Bottom Section

- **Date** – This is the date when disposition was given for the Incident.
- **Disposition for Incident** – This field shows the Disposition for the Incident highlighted above.
- **Closure Reason** – Shows the rules for closure of the disposition.
- **Close Date** – This field shows the date when the Disposition was completed.
- **ID** – This is the ID number for the specific Item ordered.
- **Court Ordered Items** – Identifies what Items were ordered by the court.
- **Start Date** – This is the date that the Items were ordered.
- **Completion Date** – This is the date that all ordered Items are completed.
- **Conclusions of Law** – This is a legal finding the judge reached on the case.
- **Party/Parties Adjudicated** – Lists the names of the Persons that the Conclusions apply to.

#### Related Persons View

In this view you are able to view all information about persons that the courts has documented as being related to the Child/Youth whose name appears in the header of the Person window. The following information about each person will be displayed:

**Person - 2456036 [ Client, Harmony 04564570 ]**

Person: Client, Harmony      Client ID: 045645670      Person ID: 2456036      DOB: 25Dec2001      Gender: F

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

Juvenile Court #: 468477      District Office: Fourth District Juvenile Court - Provo  
Current or Most Recent Judge: Jessica Justice      2021 S STATE ST  
PROVO, UT 84606      PROVO, UT 84606

**View**

☐ Juvenile Court Hearing Information    ☐ Juvenile Court Incident History    ☒ Related Persons    ☐ Account Summary

Name	Relationship	Mailing Address	Home Phone	Custody Status
Bernie Client	Father	777 Center Street Provo 84060		Deceased
Crystal Client	Mother	1327 S Garner Avenue Orem 84058	(801)224-7820	Rights Terminated
Arthur Client	Brother			
Jeannie Client	Sister	1406 Happy Lane Provo 84060		Living With

- **Name** – This column shows the names of persons related to the Child/Youth.
- **Relationship** – This column displays the relationship of the related person.
- **Mailing Address** – This column displays the last known address of the related person.
- **Home Phone** - This column displays the last known Home Phone number of the related person.
- **Custody Status** – One or more of the following four related person conditions may be recorded in this column.
  - Deceased – If the related person is known to be deceased.
  - Rights Terminated – If a listed parent’s rights have been terminated this label will appear for that parent.
  - Custody Guardianship – This label shows that the related person currently has Custody/Guardianship of the Child/Youth.
  - Living With – This label indicates that the Child/Youth is currently living with the listed related person.

### Account Summary

This view shows the total number of Dollars, Hours, Items and Miscellaneous Fees that the Child/Youth has been ordered by the court to pay or complete.

Person - 2456036 [ Client, Harmony 04564570]

Person: Client, Harmony      Client ID: 045645670      Person ID: 2456036      DOB: 25Dec2001      Gender: F

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

Juvenile Court #: 468477      District Office: Fourth District Juvenile Court - Provo  
 Current or Most Recent Judge: Jessica Justice      2021 S STATE ST  
 2021 S STATE ST      PROVO, UT 84606  
 PROVO, UT 84606

View

☐ Juvenile Court Hearing Information    ☐ Juvenile Court Incident History    ☐ Related Persons    ☒ Account Summary

Type of order	Total Due	Total Overdue
Dollars	\$422.50	\$0.00
Hours	77.00	.00
Items	2	
Misc Fees Due	\$40.00	

- **Type of Order** – This column displays the following four row titles that designate what has been ordered by the court:

- Dollars – The amount of money that the court has ordered the Youth to pay.
  - Hours – The number of hours that the court has ordered the Youth to serve or complete in a specified area.
  - Items - That the court has ordered a Youth to complete and may include items such as, writing a report, completing a class, taking a test, etc.
  - Misc Fees Due – The amount of fees that the Youth is ordered to pay.
- **Total Due** – This column displays the latest updated total for each of the four listed values.
- **Total Overdue** – Displays the total amount of money, or number of hours or Items that the Youth has not paid or completed within the court ordered time frame.